



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 6TH BRIGADE (PROFESSIONAL DEVELOPMENT)**  
**500 SW 42<sup>ND</sup> STREET**  
**TOPEKA, KANSAS 66609-1241**

REPLY TO  
ATTENTION OF

**S: 30 October 2003**

AFRC-TOK-F (140)

22 July 2003

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Vacancy Announcements**

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.
2. Applications are now being accepted for the following positions as indicated below:  
  
**S3, 6<sup>th</sup> Brigade (PD), Topeka, KS; GRADE: Lieutenant Colonel; Branch: IM; AOC: O1A. Position available upon selection.**  
  
**Assistant S-1, 6<sup>th</sup> Brigade(PD), Topeka, KS; GRADE: CAPTAIN; Branch: IM; AOC: O1A. Position available upon selection.**
3. Applicants will possess the following prerequisites:
  - a. Be presently in the grade for the position or selected for promotion.
  - b. Meet the physical fitness and height/weight standards as outlined in AR 350-15 and AR 600-9.
  - c. Have three (3) years of service remaining prior to mandatory removal date (waiverable).
  - d. Must reside within commuting distance (50 miles) of the advertised position vacancy. If, not, the applicant must complete the statement shown at enclosure 4.
4. Applications are to be submitted to this headquarters, ATTN: AFRC-TOK-F (Mr. Nelson), to arrive not later than **30 October 2003**. The application will consist of the following items:
  - a. A transmittal letter depicting the position for which you desire to be considered. Include both business and home telephone numbers, as shown at enclosure 1.
  - b. Official photograph IAW AR 640-30 taken within the last twelve (12) months showing applicant in Class A uniform wearing all authorized awards and decorations. Applicant will prepare a standard label and type rank, name, SSN, height, weight, and date. This label will be signed by the applicant and affixed to the reverse bottom of the photograph.

AFRC-TOK-F

SUBJECT: Vacancy Announcements

- c. Biographical Summary, as shown at enclosure 2.
  - d. Verified up-to-date copy of DA Form 2B (PQR).
  - e. DA Form 2-1, signed and dated by the applicant or DA Form 4037, (Officer Record Brief) for IMA/IRR Officers.
  - f. Copy of applicants last three (3) Officer Evaluation Reports (OER).
  - g. Commander's statement shown at enclosure 3.
  - h. Statement of Travel Distance, if applicable, shown at enclosure 4.
  - i. The application will be fastened to the right side of a plain manila folder with two prong (Eco) fastener (minus top). A label will be prepared and placed in the left edge of the manila folder with rank and name typed (see example).
- 5. Application packets may be forwarded directly to this headquarters.
  - 6. Qualified applicants will be notified of the personal interview schedule, if applicable.
  - 7. POC is Mr. Lenroy J. Nelson 785-267-6243, 888-826-4940 ext 236, Fax 785-274-0105, E-Mail nelsonlj@usarc-emh2.army.mil

5 Encls

- 1. Transmittal Ltr
- 2. Biographical Summary
- 3. Commander's Statement
- 4. Travel Statement
- 5. Sample Packet Arrangement

**//ORIGINAL SIGNED//**

ALFRED B. CARLTON

COL, AD, USAR

Commanding

**DISTRIBUTION:**

Cdr, 95TH Div (IT) Brigades

Cdr, AR-PERSCOM, ATTN: ARPC-OMP-O, 9700 Page Avenue, St Louis, MO 63132-5200

Cdr, 75<sup>th</sup> Div (EX), ATTN: AFRC-TOK-PR, 1850 Old Spanish Trail, Houston, TX 77054

Cdr, 89<sup>th</sup> RSC, ATTN: AFRC-TOK-PR, 2600 Woodlawn, Wichita, KS 67720

Cdr, 90<sup>th</sup> RSC, ATTN: AFRC-CAR-PRR, 8000 Camp Robinson Road, N Little Rock, AR 72118

Cdr, Fifth US Army, ATTN: AFKB-PR, Ft Sam Houston, TX 78234-7000

Cdr, 19<sup>th</sup> TAACOM, ATTN: AFRC-TAIA-PE, 225 East Army Post Road, Des Moines, IA 50315

## **TRANSMITTAL LETTER EXAMPLE**

**Date**

**JEFFERSON, Thomas E., 000-000-000, 1LT/CPT**

**SUBJECT: Vacancy Announcement**

**President  
HQ, 6<sup>th</sup> Brigade (PD) Officer Vacancy Selection Board  
ATTN: AFRC-TOK-F (Mr. Lenroy Nelson)  
500 SW 42<sup>ND</sup> Street  
Topeka, KS 66609-1241**

**1. Reference subject memorandum dated (Date), announcing an officer vacancy within the 95th Division (IT). I would like to be considered for the following position:**

**As advertised in referenced memorandum**

**2. Under the provisions of AR 140-10 and in accordance with subject memorandum this transmittal letter and the following enclosures are submitted for consideration and review:**

- a. Official Photograph**
- b. Biographical Summary**
- c. DA Form 2B**
- d. DA Form 2-1**
- f. Officer Evaluation Reports (last 3)**
- d. Commanders Statement**
- e. Mileage Statement**

**3. If additional information is required I may be reached at the following telephone numbers: Home -432-555-1212 or Business-432-555-1010**

**7 Encls  
as**

**THOMAS E. JFFERSON  
1LT/CPT, IN, USAR**

**Encl 1**

## BIOGRAPHICAL SUMMARY

As of \_\_\_\_\_

**JEFFERSON, Thomas Edward, 000-00-0000**

**First Lieutenant/Captain, Infantry, USAR**

**Date and Place of Birth: 4 July 1940, Jefferson, Iowa**

**Mandatory Removal Date: 15 March 2000**

**Home Address: 1700 Shirley Road, North Potomac, Maryland 20878-2200**

**Home Phone Number: (239) 555-1000**

**Present Assignment: ARPERCEN, Control Group (Individual Mobilization Augmentee)**

**Civilian Occupation: Executive Vice President, DFS Corporation  
Gaithersburg, Maryland**

**Business Phone Number: (239) 555-1200 E-Mail: JeffersonT@usarc.mil.com**

**Enlisted Service:**

**RA 20 January 1960 – 9 September 1963**

**Source and Date of Commission or Appointment:**

**ROTC, 15 March 1964 (Distinguished Graduate)**

**Total Years of Commissioned Service: (Active Duty and Active Reserve)**

**Over 27 years**

**Total Years of Service:**

**Over 31 years**

**Military Education: (Resident or Nonresident)**

**Year Completed**

**Educational Degrees:**

**Year received**

**(School, City, State – degree, major, date)**

**Univ of Iowa, Iowa City, Iowa B.A. Political Science**

**1971**

**Antioch School of Law, Washington, D.C.**

**J.D. 1985**

**Decorations, Service Medals, and Badges:**

**(List by precedence) (year awarded)**

**Bronze Star**

**Meritorious Service Medal with Two Oak Leaf Clusters**

**19--**

**Army Reserve Components Achievement Medal with  
Two Oak Leaf Clusters**

JEFFERSON, Thomas E., 000-00-000

As of \_\_\_\_\_

Decorations, con't

(year awarded)

National Defense Service Medal

19--

Vietnam service Medal with Four Bronze Service Stars

Army Service Ribbon

Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge

Republic of Vietnam Campaign Medal

## Chronological List of Appointments

2LT	USAR	7 Jun 62
1LT	AUS	23 Apr 64
CPT	USAR	20 Oct 66

**Chronological Record of Duty Assignments:**

From To

(by category in chronological order without abbreviation and use OER dates)

**ACTIVE DUTY (show casual status and non-rated periods)**

Student, Engineer School, Fort Belvoir	Jun 62	Feb 63
Casual Status	Feb 63	Mar 63
Platoon Leader, Company C, 701 <sup>st</sup> Engineer Battalion		
(Combat), 16 <sup>th</sup> Infantry Regiment – Vietnam	Apr 63	Dec 64

**USAR – Not on Active Duty**

Control Group (Annual Training)	Jan 65	Aug 65
Student, USAR Schools	Sep 65	Feb 67
Control Group (Reinforcement)	Feb 67	May 67

**ARNG – Not on Active Duty**

Plans & Policy Officer (IMA), Fort Huachuca, AZ	Oct 70	Jan 74
Plans & Policy Officer, 103 <sup>rd</sup> Corps Support Command		
Des Moines, Iowa	Jan 74	Feb 79
Executive Officer, 3 <sup>rd</sup> Battalion, 75 <sup>th</sup> Field Artillery		
Houston, TX	Aug 79	Aug 82

**USAR – AGR**

Personnel Management Officer, Engineer Branch		
OMPD, RCPAC, St Louis, MO	Aug 82	Oct 86
Staff Officer, Personnel Division, OCAR		
Washington, D.C.	Oct 86	Mar 88

**USAR – Not on Active Duty**

Engineer Staff Officer (IMA), Office of the Chief		
Engineers, Washington, D.C.	Mar 88	Present

(Put addendum on a separate page)

Encl 2

**BIOGRAPHICAL SUMMARY, ADDENDUM A**  
**Civilian Occupation**

**JEFFERSON, Thomas E., 000-00-000**

**As of \_\_\_\_\_**

**Civilian Occupation: Executive Vice President, DFS  
Corporation, Gaithersburg, Maryland**

**Nature, Scope, and Extend of Responsibilities:**

**Has overall responsibility for design, construction, and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents and has overall responsibilities for 200 employees at three location. Annual operation budget for 1995 is in excess of 9 million. Position requires worldwide travel to customer location**

**(Signature and Date)**

**DO NOT INCLUDE ANY CIVIC OR COMMUNITY  
ACTIVITY STATEMENTS ON THIS PAGE**

Encl 2

COMMANDER'S STATEMENT

NAME OF OFFICER \_\_\_\_\_  
(Last, First, MI)

RANK \_\_\_\_\_ SSN \_\_\_\_\_ DOB \_\_\_\_\_

ARMY PHYSICAL FITNESS TEST

Date of last testing: \_\_\_\_\_

Results (Passed/Failed) \_\_\_\_\_

If failed, status \_\_\_\_\_

If an alternate APFT was administered a copy of the profile is attached Yes No NA

Documentation to substantiate cause if APFT not taken due to medical reasons  
Yes No NA

**WEIGHT STANDARDS:**

AGE \_\_\_\_\_ Current Height: \_\_\_\_\_ Current Weight \_\_\_\_\_ Max Allowable Weight \_\_\_\_\_

\*If standards exceeded include either DA Form 5500-R, Body Fat Content Worksheet (Male) or DA Form 5501-R, Body Fat Worksheet (Female), as appropriate. Yes No NA

I certify that I have personally verified all information contained herein.

\_\_\_\_\_  
(SIGNATURE OF OFFICER'S IMMEDIATE COMMANDER)

\_\_\_\_\_  
(TYPED OR PRINTED NAME, GRADE AND DUTY TITLE)

\_\_\_\_\_  
(Date)

Figure A-2-Commander's Statement

## STATEMENT OF TRAVEL DISTANCE

Mileage from my home address to the Position being considered for is:

Approximately \_\_\_\_\_miles. If selected for assignment, method of

**Travel will be by \_\_\_\_\_.**

**I will be available to participate in all administrative and MUTA drills,  
regardless of distance.**

**I may be reached at the following telephone numbers:**

**Business Hours**\_\_\_\_\_

**Home Telephone**\_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TYPED OR PRINTED NAME, GRADE, SSN)

\_\_\_\_\_  
(DATE)

**Figure A-3-Mileage Statement**



## PACKET FORMAT

### LABEL

1	2	3
MUSARC		
4	5	

1. Rank

2. L Name, F Name MI 3.

4. SSN

5. Branch

### INSIDE THE PACKET

### LABEL

<div></div>	<div></div>	<div></div>
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DOCUMENTS WILL BE IN A MANILA FOLDER ARRANGED AS FOLLOW WITH THE FIRST ITEM SHOWN ON TOP. FASTEN WITH ECO FASTENER

#### STAPLED TO THE LEFT SIDE(INSIDE)

1. Transmittal Ltr

#### FASTENED TO THE RIGHT SIDE

1. Photograph
2. Biographical Summary
3. 2B (SIDPERS-PQR) or ORB
4. DA Form 2-1
5. Last 3 OERs
6. Commanders Stmt
7. Mileage Stmt (If applicable)

